



ACCD ADULT COMMUNITY CORRECTIONS DIVISION STANDARD OPERATING PROCEDURES

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Effective Date: 07/01/05	Revision Dates:
Signature / Title: /s/ Pam Bunke, ACCD Administrator	

I. DIVISION DIRECTIVE:

The Adult Community Corrections Division will establish procedures for an aftercare program designed to assist graduates of the Treasure State Correctional Training Center in their transition back into the community in a successful, crime-free manner.

II. DEFINITIONS:

Booter – A graduate of the Treasure State Correctional Training Center (TSCTC) boot camp program.

III. PROCEDURES:

The Great Falls Prerelease Center (GFPRC) will provide both residential and non-residential aftercare services to those Booters that are referred to aftercare. Booters will be subject to all medical, psychiatric, dental, urinalysis testing, facility sign out/sign in, travel and escape conditions specified for offenders participating in a prerelease program.

A. GFPRC, in conjunction with TSCTC, will:

1. Develop and adhere to a written program mission, goals and objectives. The mission, goals and objectives will be reviewed annually.
2. Develop program manuals for the Cognitive Principles and Restructuring (CPR), Victimology and Education programs.
 - a. The manuals for each program will include goals, objectives, lesson plans and program evaluation procedures.
 - b. Group treatment meetings will be conducted weekly for a minimum of 60 minutes to a maximum of 120 minutes each and Booter progress notes will be taken by a facilitator (individual and group).
3. Training:
 - a. GFPRC and TSCTC agree to allow their new employees the opportunity to visit each other's program site for program orientation.
 - b. TSCTC will provide cross training at least annually, or sooner, for GFPRC staff having direct involvement with Booters. Cross training will include TSCTC philosophy, disciplines and command presence, expectations of Booters while in the PRC program, and appropriate staff response to the Booters' positive or negative behavior.
 - c. GFPRC agrees to provide program philosophy and program operation training for the TSCTC personnel annually as scheduled by the PRC and TSCTC.

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d. TSCTC will notify GFPRC of TSCTC personnel in-service training days and allow PRC staff to attend.

4. As coordinated between TSCTC and the GFPRC, GFPRC transporting staff will be allowed to observe TSCTC'S treatment programs when transporting Booters from TSCTC to the GFPRC. TSCTC may recommend programs to be observed by GFPRC personnel and/or GFPRC staff may request to observe specific TSCTC treatment programs.

Conversely, TSCTC staff transporting Booters to the GFPRC will be afforded the same opportunity to observe and/or participate in the PRC programming. Prior to departure, visiting TSCTC personnel will meet with the GFPRC Director or Deputy Director to provide an out-briefing of their observations.

5. The GFPRC Director and the TSCTC Superintendent agree to communicate regularly on program contractual matters and overall program management operations. Booter matters, including progress, problems and related issues will be communicated regularly between the GFPRC program supervisor and the TSCTC Program Manager. Release planning and probation and parole matters will be directed to the Probation and Parole Officer II and the TSCTC Institutional Probation and Parole Officer.
6. The GFPRC and TSCTC Superintendent agree to convene at least semi-annually or sooner, as needed, to discuss and amend, as necessary, the programming to meet Booters' treatment needs. More frequent meetings may be scheduled as agreed upon. Meeting minutes will be recorded and forwarded to the ACCD Facilities Program Bureau Chief for review and comment.

B. GFPRC Services:

1. Develop and maintain program policies that address, but are not limited to, staff and Booter communications and standards of conduct.
2. Provide recommended offender programming, which includes:
 - a. Cognitive Principles and Restructuring (CPR)
 - b. Victimology
 - c. Education (academic basic)
3. Provide offender programming, if necessary, by outside providers:
 - a. Chemical Dependency
 - b. Mental Health
 - c. Sex Offender treatment (when ordered/recommended)
4. Facilitate transition from TSCTC to the community, as needed, by providing:
 - a. Re-introduction to community life;
 - b. Employment opportunities;
 - c. Living skills training (basic and advance); and
 - d. Class room and "hands on" job skills training.
5. Minimize interaction of Booters with state and federal prerelease residents by providing separate housing at the facility and maintaining an orderly and routine schedule in the community.

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6. Booters will reside at the GFPRC site from 1 to 90 days, or as ordered by the applicable court. To petition an extension beyond the 90 days, GFPRC will complete *ACCD 5.1.102(E) Aftercare Length of Stay Extension Form* providing justification for the extension and submit it to corlos@mt.gov for the TSCTC Superintendent and the Facilities Program Bureau Chief approvals, on or before the Booter's 75th day in the program. (See *ACCD 5.1.102 Length of Stays*.)
7. Sentence reduction requests must be initiated within ten (10) working days following the Booter's arrival. The GFPRC will inform TSCTC staff, in writing, when these reduction requests are initiated. Weekly status reports, including the date of sentence reduction/parole appearance requests, will be sent to TSCTC.
8. Submit Booter termination reports to the Probation & Parole Bureau and TSCTC. TSCTC reserves the right to request Booters' progress reports for problematic and special needs offenders.
9. To maintain the order and routine of the TSCTC program, GFPRC will:
 - a. Perform room inspections in compliance with standards similar to the TSCTC.
 - b. Have the Booters adhere to a positive dress code within and outside the facility.
 - c. Maintain an acceptable hair standard (which is acceptable to the Booter employer's needs).
 - d. Require Booters continue their courtesy and respect toward facility personnel and the public.
 - e. Have the Booters develop and maintain a physical training and nutritional program, which is acceptable to GFPRC staff.
 - i. GFPRC will develop a progress record form to allow Booters to document the dates and times they participate in physical fitness training.
 - ii. GFPRC will examine the records monthly for accuracy and make them available for review to TSCTC.
 - f. Require each Booter to have a minimum of one (1) daily face to face contact with a designated aftercare staff member. These contacts will be documented in the Booter's file.
 - g. Support the TSCTC philosophy of Booter accountability and Booter confrontation and disclosure by providing a weekly meeting, or more frequently, as deemed necessary, between the GFPRC personnel and Booters to encourage Booters to disclose information, provide feedback to each other, take accountability for their actions and address daily problems. GFPRC's program counselor, or personnel knowledgeable on confrontation techniques and the TSCTC disciplines, will direct the meetings. The meetings will be documented in a group summary note.
10. GFPRC staff will assist the Probation & Parole Bureau in solidifying a Booter's initial release plans by ensuring final release plan assessments are completed, to include the following:
 - a. Sentence reduction, if applicable;
 - b. Prerelease Center admittance;
 - c. Intensive Supervision Program admittance;
 - d. Probation and parole;
 - e. Residence in receiving community;
 - f. Employment/education plan;

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- g. Chemical dependency plan;
- h. Mental health plan;
- i. Sex offender treatment plan; and
- j. Conditional release

11. GFPRC will notify TSCTC in the event of any severe incident, including an escape, which involves a Booter in the aftercare program. This will be reported to TSCTC within one (1) hour during normal hours of operation, and no later than 0900 hours on the first regular work day following a weekend or evening.

IV. CLOSING:

Questions regarding this procedure should be directed to the Facility Administrator, Facilities Program Bureau Chief, or the TSCTC Superintendent.